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Library Trustees Minutes 08-10-2004

Robbins Library Board of Trustees
August 10, 2004

Call to Order

The meeting was called to order at 7:20 PM. Attending were trustees David Castiglioni, Patricia Deal, Barbara Muldoon, Frank Murphy, Joyce Radochia and Susan Ruderman. Katharine Fennelly was absent. Also attending were library director Maryellen Loud and assistant director Cynthia Diminture.

Approval of Minutes

The minutes of the June 8th meeting were approved as amended, on a motion by Ms. Deal; seconded by Mr. Castiglioni.

Communications

Mr. Castiglioni reported that the Elbridge Farmer Fund gave the library \$1,396 from its earnings. Barbara Muldoon and Patricia Deal have become trustees of the Farmer Fund.

Directors Report

Ms. Loud distributed copies of the June and July reports. Items discussed were the replacement of a coil in the air conditioning system, the postponement of the staff workshop and the flood in the Fox Branch basement during a period of heavy rain.

Town Day Booth

Again this year, the trustees will staff a booth on Massachusetts Avenue on Town Day. Ms. Deal, Ms. Radochia, Ms. Fennelly and Mr. Castiglioni each agreed to work a shift. A free raffle will be held for a bookstore gift certificate.

State Aid Materials Requirement

Since there are small increases in the municipal budget for utilities, building maintenance and cost of living raises, the amount (13%) of the overall budget that must be spent on library materials must be greater than last year, in order to meet this requirement for State Aid eligibility. The Friends of the Library will make gifts of approximately \$8,000 and fundraising monies and gifts will also be allocated to materials purchasing. Trust funds may absorb more of the materials spending as well.

Review of FY05 Administrative Goals

Ms. Loud mentioned that the revision of the library web page has been delayed and so the goal has been carried over into the new fiscal year. A user satisfaction survey (150 participants) was done and the results are being tabulated. A second round of surveys will be done in the fall. Ms. Ruderman suggested handing some surveys out at Town Day. Ms. Loud feels that some re-wording is

in order for the administrative goal referring to the State Aid requirement.

Approval of FY2005 Trustee Goals

After some review, the goals were approved on a motion by Ms. Deal; seconded by Ms. Ruderman.

FY2004 Russell Fund Expenditures and Approval of Report and FY2005 Allocation –

Mr. Castiglioni gave this report. In FY2004, \$29,776 was expended from a budget of \$30,010. The proposal for this year is for a budget of \$29,974, broken down in the following categories: coordinator salary, baby bundles, kindergarten kits, programs, materials, young adult and supplies. Several coupons for free books associated with the kindergarten kits were not redeemed this year. It was suggested that additional contacts with the schools need to be made. Ms. Ruderman volunteered to help with this. Another idea offered was to distribute the kits later in the school year. The Board reviewed the annual report of the fund for FY04. Mr. Castiglioni suggested noting the number of program attendees. A suggestion was also made to differentiate sections on children's and young adult programs and materials. Costs for these items will be broken out. The FY04 report and FY05 budget proposal were approved on a motion by Ms. Deal; seconded by Ms. Ruderman. Passed unanimously.

Report of FY2004 Trust Fund Expenditures and Approval of FY2005 Allocation

Ms. Muldoon gave these reports. The income earned on the funds went up last year. There has also been improvement in the capital gains on the funds, as of June 30th. Ms. Muldoon proposed a total trust fund budget of \$34,218, of which approximately \$15,000 would be allocated for library materials. Ms. Loud told the Board that this will leave the library about \$10,000 short of the amount needed to meet the State Aid materials requirement. Fundraising efforts or the Friends of the Library will be called upon to make up the difference. The amended allocations were approved on a motion by Ms. Deal; seconded by Ms. Radochia. Passed unanimously.

Author Program

Perri Klass, M.D., will speak at the trustee author program on Monday, September 27th. Her latest novel, "The Mystery of Breathing" will be available for purchase. A flyer will be available at Town Day and a mailing will be done.

10th Anniversary Celebration

An alternative vendor for the banner printing was located after the original vendor raised the price quote significantly. Permission from the Board of Selectmen will need to be obtained to hang the banners on Massachusetts Avenue.

Speed Reads

Ms. Loud reported that staff has been investigating these collections and will start a trial collection.

Long Range Plan Update

There will be separate sections for "Technology" and "Public Relations" with accompanying goals and objectives. These will not be interwoven with the existing sections. The mission statement will be revised. Ms. Loud is working on the rough draft of the plan, with a goal of completion by September 1st. A meeting of the Long Range Planning Committee will be scheduled for September 15th/16th, with the Board of Trustees meeting deferred until September 21st. The plan must be submitted to the Board of Library Commissioners by October 1st.

Fundraising Plan

Ms. Ruderman asked to defer this for a month or two.

Policy on Naming Opportunities

Mr. Murphy and Mr. Castiglioni will work together on this.

Policy Update

Ms. Loud completed a draft of the policy revision. The revision has been forwarded to Mr. Murphy and Ms. Fennelly for review.

Staff Recognition

This topic was deferred to a future meeting.

Other

In a review of the Fox fundraising account, Ms. Loud noted that there is only a small amount of money left and is checking recent deposits for a more accurate balance. This is the fund that pays for a third open day per week. Municipal funding pays for the other two days.

Adjournment

The meeting was adjourned at 9:35 PM on a motion by Mr. Castiglioni; seconded by Ms. Deal. The next meeting will take place on Tuesday, September 21st at 7:15 PM.

Respectfully submitted,

Cynthia Diminture